

राशि/Amount

रेलवे/एयर स्टीमर किराया (कॉलम 10)/ Railway/Air steamer Fare (Col. 10)	Rs.
रोड माइलेज (कॉलम 11) कि. मी. Road Mileage (Col. 11) kms	Rs.
रद्दीकरण शुल्क Cancellation Charges	Rs.
दावा किए गए दैनिक भत्ते (कॉलम 13) Daily Allowances Claimed (Col. 13)	Rs.
सर्विस चार्ज-सर्विस टैक्स Service Charge-Service Tax	Rs.
वास्तविक व्यय (कॉलम 10+12+13) Actual Expenses (Col. 10+12+13)	Rs.
पे-इन-स्लिप द्वारा जमा की गई राशि Amount deposited vide pay-in-slip	Rs.
अग्रिम (-) Advance (-)	Rs.
दावा/Net Claim	Rs.

रुपए के लिए पारित किया

Passed for Rupees

दिनांक/Date:

नियंत्रण अधिकारी/Controlling Officer

रु./- का भुगतान करें, रु./- (रुपये
.....) मात्र प्राप्त हुए।

Pay Rs./-, Rupees Received Rs./- (Rupees
.....) only.

हस्ताक्षर/Signature

दिनांक/Date:

लेखा/Accounts

प्र.अ./A.O.

**NCERT OFFICERS TRAVELLING ALLOWANCE BILL
INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE**

1. Journey of different kinds and journey and halts should be entered in the same line.
2. Fractions of a kilometer in the total of bill for one journey should not be claimed.
3. When the first item of a travelling allowance bill the date of commencement of halt should be stated in remarks column.
4. Against each entry in col. 13 there should be a corresponding entry in col. 14.
5. When travelling allowance is claimed in r/o journey to a hill station. It should be mentioned in the remarks whether or not the halt has exceeded ten days.
6. A travelling allowance bill may if desired be payment a banker or agent and should be submitted through such banker or agent this will obviate the necessity of the Govt. servants attendance in person or by payment then be made direct to the banker or agent.

Certificate

1. Travelled by the class of accommodation for which allowance has been claimed in the Bill.
2. I actually travelled by mail/express train as claimed.
3. No return tickets were available for which claim has been made in the bill.
4. I was actually and not merely constructively present for the days for which daily allowance has been claimed.
5. I was not on casual leave on the days for which daily allowance has been claimed in the bill.
6. The Council conveyance was not utilized for the journey for which road mileage allowance has been claimed in the bill.
7. I did not perform the road journey for which mileage has been claimed at the higher rates prescribed in Rules Suppl. Rules. By taking a single seat in any public conveyance which regularly plies for hire between fixed points at fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges incurring it.
8. I did not perform road journey along with any other person in car belonging to him. I actually travelled by hiring full taxi/scooter/single seat in taxi/scooter for which mileage has been claimed in TA Bill.

Signature of the Officer who travelled